

# **FY 2009 Hazardous Materials Emergency Preparedness Grant Program**

**Hazardous Materials  
Public Sector Planning Grants  
for Local Emergency Planning Committees**

North Dakota Department of Emergency Services  
Division of Homeland Security  
PO Box 5511  
Bismarck, ND 58506-5511

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# HMEP Grant Guidance for Local Emergency Planning Committees

## ***Contents of This Application Kit***

This document is intended to guide Local Emergency Planning Committees (LEPCs) in applying for planning grants under Hazard Materials Emergency Preparedness (HMEP). In addition to this general guidance, the application kit includes a copy of the final Interagency Hazardous Materials Public Sector Training and Planning Grants rule (49 CFR Part 110), forms and certifications to be completed, and guidance to help applicants develop a long-range strategy for planning.

Attention is called to the checklist beginning on page eight. This checklist must be followed closely to ensure that an application is complete. Consider guidance beginning on page four and give special attention to the eligible project activities beginning on page five. For further information, contact Debbie LaCombe, Program Officer, of the North Dakota Department of Emergency Services, Division of Homeland Security at (701) 328-8100.

## ***Purpose of This Grant Program***

Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through planning grants to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Tribal and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency planning by incorporating the unique challenges of responses to transportation situations.

## ***Matching Funds***

For planning grants, LEPCs must contribute a minimum of 20 percent matching share to the total cost of the grant project. Thus, if the total cost of the project is \$5,000, the LEPC must provide at least \$1,000, and the HMEP grant will provide no more than \$4,000. The matching requirement must be satisfied by costs incurred by the subgrantee or by the value of in-kind contributions. Funds or costs used for matching purposes under any other Federal grantor cooperative agreement may not be used for matching purposes (in other words, the LEPC's matching share must be new money, either new LEPC funds or new in-kind contributions). In-Kind matching funds must be verifiable.

## ***Scope of Work***

The scope of work and the budget (Federal and non-Federal funds) should reflect the proposed activities to be conducted during the grant period.

## ***Submitting Applications***

A complete application with an original signature must be submitted to DES 4:30 p.m. CDT on September 9, 2008. Applications must be received at DES by the deadline to be considered for funding. **Planning funds must be applied for by the LEPC/TEPC through the county/tribal emergency manager.** Applications must be sent to: ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511, Attn: Karen R. Hilfer.

## ***Grant Application Evaluations***

Applications received by the deadline will be evaluated and scored, and funds disbursed on a competitive basis. Applications will be evaluated based on 1) number of 302 facilities filing to date (on file with DES); 2) population (as provided by the 2000 US Census); 3) hazardous materials truck miles with the County/Tribe (as provided by USDOT); 4) cost; 5) eligibility; 6) project information; 7) completeness of application.

## ***Performance Period***

The period of performance for successful applicants is from October 1, 2008 through September 30, 2009. Any unobligated funds will be de-obligated by DES at the end of this period.

## Planning Grant Guidance

The purpose of this planning grant guidance is to help you make better informed decisions regarding your grant application. In addition to providing an outline of the information needed in your application, it identifies technical materials that can provide useful information for selecting grant-eligible activities. Examples of transportation-related projects undertaken by SERCs and LEPCs across the country also are included.

The primary objective of the planning grants program is to develop, improve, and implement emergency plans under EPCRA as well as determine the need for regional hazardous materials emergency response teams. To accomplish these objectives, specific activities that will improve planning have been identified by Congress as those that are eligible for funding. Among these are conducting commodity flow assessments, hazards analysis, and drills and exercises; assessing local response capabilities; and enhancing emergency plans.

### ***Beginning the Process***

Several questions should be considered to determine where the LEPC is in the planning process. What percentage of the population is covered by emergency plans? Are these emergency plans based on technically sound hazards analyses? To what degree is transportation-related risk considered in these plans? Have the plans been tested by conducting exercises? You can also use the flow chart, "Overview of the Planning Process," on page five to determine what planning activities currently take place within your County. HMEP grants can be used to "fill in the gaps" by addressing some of your County's specific planning needs.

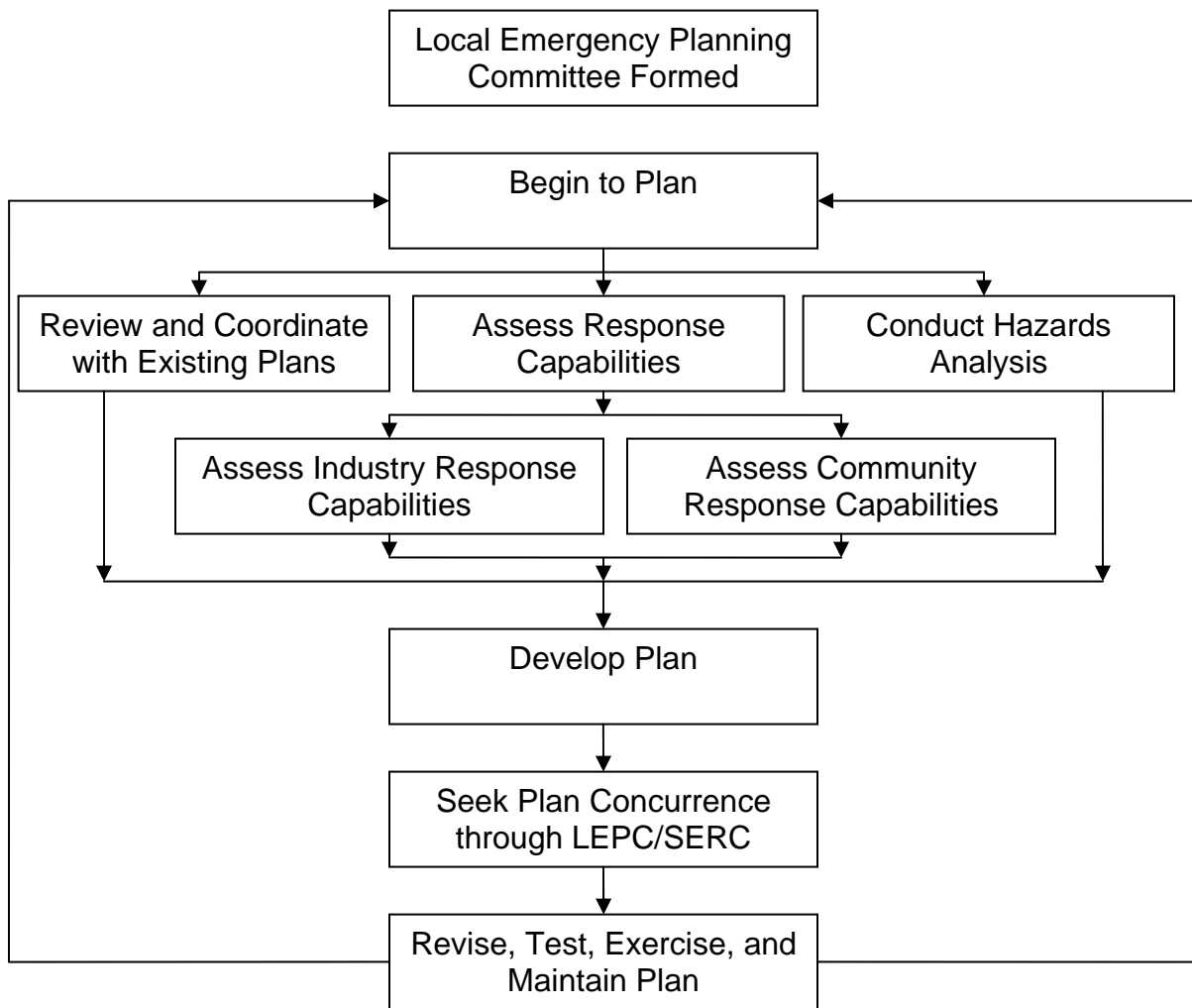
### ***Establishing Priorities***

Each County has unique risks and unique planning organizations associated with it, therefore; LEPCs need to establish priorities. Questions to consider when making this determination include: Are there certain geographical areas that are of particular concern, especially considering transportation-related risk? Is there a presence of specific high-risk, high-priority chemicals?

### ***What Should the Planning Project Narrative Include?***

- *Background.* Include a description of the status of the LEPC's emergency response plan and their compliance with Section 303 of EPCRA. What are your primary planning needs? By linking your needs with the grant-eligible activities, you will justify your proposal.
- *Impact on the Program.* What impact will HMEP have in your County or Tribe? How will it fit into your overall plan to implement EPCRA?
- *Transportation-Related Work.* What is the potential for problems associated with transportation flow patterns of hazardous materials in your County or Tribe and between your County or Tribe and others? If commodity flow information is not available, do you plan to assess these patterns? This type of study can provide you with valuable information on potential transportation accidents within your County or Tribe.
- *Time Line.* Include a realistic schedule for implementing the activities you have proposed.
- *Monitoring Efforts.* How do you intend to monitor the program? Describe the types of mechanisms that will be used for financial and programmatic monitoring.
- *Coordination of Planning.* Include a description of how planning under the grant will be coordinated with emergency planning conducted by adjacent Counties and Indian Tribes.

## OVERVIEW OF PLANNING PROCESS



*Based on NRT-1: Hazardous Materials Emergency Planning Guide  
Developed by National Response Team*

### ***Eligible Project Activities for Planning***

Planning grants may be made to reimburse LEPCs for:

- developing, improving, and implementing emergency plans under the EPCRA;
- determining the flow patterns of hazardous materials within a County or Tribe or between one County or Tribe and another County; and
- determining the need for regional hazardous materials emergency response teams.

The following specific activities continue to be eligible for planning grants under 49 CFR Part 110.40(A):

#### **110.40(A)1 Developing Emergency Plans**

- Development, improvement, and implementation of emergency plans required by EPCRA.
- Conducting hazards analysis.
- Conducting exercises that test the plan.
- Enhancement of emergency plans to include response procedures involving transportation of hazardous materials, including radioactive materials.

#### **110.40(A)2 Commodity Flow Assessment**

- Assessment to determine flow patterns of hazardous materials within a County or Tribe or between a County and another County or Indian country.
- Maintenance of a system to keep such information current.

#### **110.40(A)3 Assessing the Needs for Regional Hazmat Response Teams**

- Assessment of the need for regional hazardous materials emergency response teams.

#### **110.40(A)4 Assessing Local Response Capabilities**

- Assessment of local response capabilities.

#### **110.40(A)5 Conducting Drills and Exercises**

- Conducting emergency response drills and exercises associated with emergency preparedness plans.

#### **110.40(A)6 Appointing Technical Staff**

- Appointing technical staff to support the planning effort. (Staff funded under the planning grants cannot be diverted to other requirements of EPCRA.) *Existing part-time personnel may be utilized as long as the workload is apportioned equitably between grant work and the part-time employee's regular workload. Grant funded staff cannot be used for other activities during the term of the grant, except as noted above.*

#### **110.40(A)7 Other Appropriate Activities**

- Information Management
- LEPC Coordination
- LEPC Organization
- Outreach Programs
- Training Programs
- Vulnerability Analysis

### **Technical Assistance Materials**

To obtain the planning grant source materials listed below, contact the Emergency Planning and Community Right-to-Know Hotline at (800) 535-0202 (Monday – Friday, 8:30 a.m. – 7:30 p.m. EST). You may fax your request to the Hotline staff at (703) 486-3333. Please include your name, address, telephone number, and the complete title of the document.

<b>SOURCE MATERIALS</b>	<b>AGENCY</b>
<i>It's Not Over In October: A Guide for Local Emergency Planning Committees</i>	EPA, FEMA, other agencies
<i>Technical Guidance for Hazards Analysis (Green Book)</i>	EPA, DOT, FEMA
<i>Handbook of Chemical Hazards Analysis (Brown Book)</i>	FEMA, DOT, EPA
<i>Hazardous Materials Emergency Planning Guide</i>	NRT-1
<i>DOT Commodity Flow Study</i>	DOT
<i>Community Teamwork: Working Together to Promote Hazardous Materials Transportation Safety</i>	DOT
Hazmat Team Planning Guidance	EPA/G-90/003 8/90
Chapters 304	NRT-1
Appendix D	NRT-1
<i>Developing a Hazardous Material Exercise Program: A Handbook for State and Local Officials</i>	NRT-2
<i>Hazardous Materials Exercise Evaluation Manual</i>	FEMA
Chapter 2	NRT-1
<i>Successful Practices Series</i>	

### **Other Grant Information**

Grant funds may NOT be used to purchase equipment.

A progress report is required each federal fiscal quarter.

The grant project must produce a product upon completion. When the completed project is submitted to the DES for review, it must include a report that describes what was done, what was learned, and what action has or will be taken as a result of the project.

Upon completion of the project the sub-grantee must supply the DES with a complete accounting of expenditures, to include documentation verifying expenditures incurred.

# Checklist for Grant Application Preparation

## Items to be submitted by LEPC/TEPC HEMP Grants

- ☐ Applicant (LEPC/TEPC) Information
- ☐ Contact Information (Person that will act as project manager who will be responsible for coordinating the funding activities.)
- ☐ Project Information
  - ☐ Project Title
  - ☐ Project Narrative
    - ☐ Background
    - ☐ Impact of the Program
    - ☐ Transportation-Related Work (if applicable)
    - ☐ Time Line
    - ☐ Monitoring Efforts
    - ☐ Coordination of Planning
  - ☐ Scope of Work (Describe the activities and tasks to be conducted, the number and types of deliverables and products to be completed.)
- ☐ Budget (costs associated with scope of work)
- ☐ Match Information
- ☐ Certification
- ☐ Submit Application (Deadline – September 9, 2008)